



Central Referral Service

GUIDELINES FOR IMPORTING REFERRAL TEMPLATES INTO GENIE




GENIE

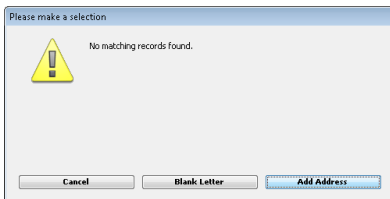
Installing the templates

1. Go to the **CRS** website
(<http://www.gp.health.wa.gov.au/CPAC/referral/templates.cfm>)
 - a. Click *CRS Adult Referral v1-1*
 - b. Select *Save As*
 - i. Save to the desktop
 - c. Select *Open folder* from the yellow prompt at the bottom of the screen

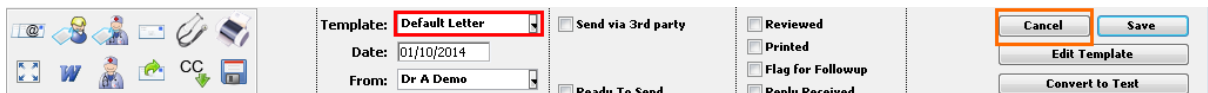


2. Open **Genie**
3. With a **test patient** selected
4. Click the *create referral or reply letter template* icon 

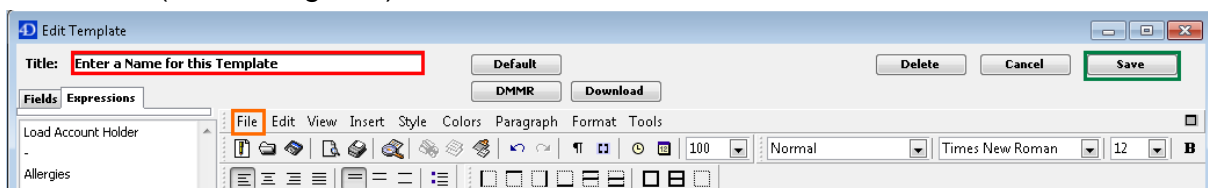
5. Click *cancel* when asked to search for an address book entry



6. Click *Blank Letter*
7. Select **New template** from the *template* dropdown menu (circled in red)
8. Enter the *name* of the Template: **CRS Adult Referral**
9. Click *File*; Select *Open*; Select the **CRS Adult Referral** from the USB/Saved location (circled in orange)
 - a. You may need to change the margins of the page to *10mm* under *file> page Setup*




10. Click *save* (circled in green)

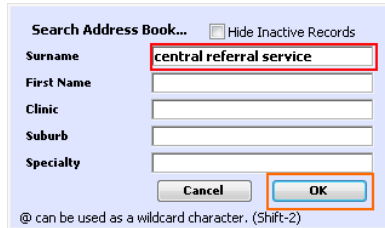


- a. Click *Cancel* on the new template screen (circled in orange above)
11. Repeat steps 1-10 for **CRS Obstetric & Gynaecology Referral** & **CRS Paediatric Referral**



Creating the Contact for CRS

1. Open **Genie**
2. With a **test patient** selected
3. Click the *create referral or reply letter template* icon 
4. Enter Central Referral Service in the *Surname* field (circled in red)



Search Address Book... Hide Inactive Records

Surname: **central referral service**

First Name:

Clinic:

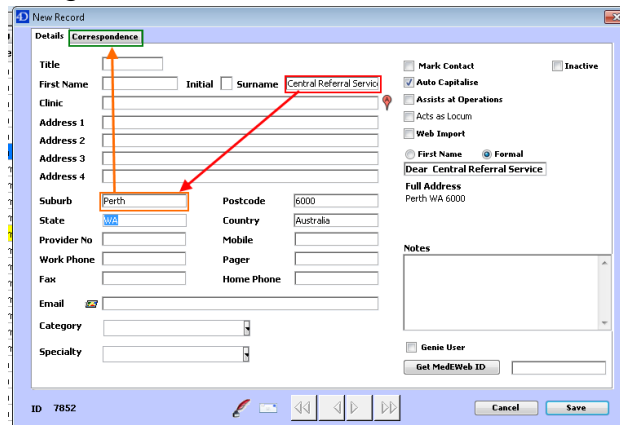
Suburb:

Specialty:

Cancel OK

@ can be used as a wildcard character. (Shift-2)

5. Click **OK** (circled in orange)
 - a. If no matching record is found Click **Add Address**
6. Enter the following details into the **Contact's record**



New Record

Details **Correspondence**

Title:

First Name: Initial: Surname: **Central Referral Service**

Clinic:

Address 1:

Address 2:

Address 3:

Address 4:

Suburb: **Perth** Postcode: **6000**

State: **WA** Country: **Australia**

Provider No: Mobile:

Work Phone: Pager:

Fax: Home Phone:

Email:

Category:

Specialty:

Mark Contact Inactive

Auto Capitalise

Assists at Operations

Acts as Locum

Web Import

First Name Formal

Dear: **Central Referral Service**

Full Address: **Perth WA 6000**

Notes:

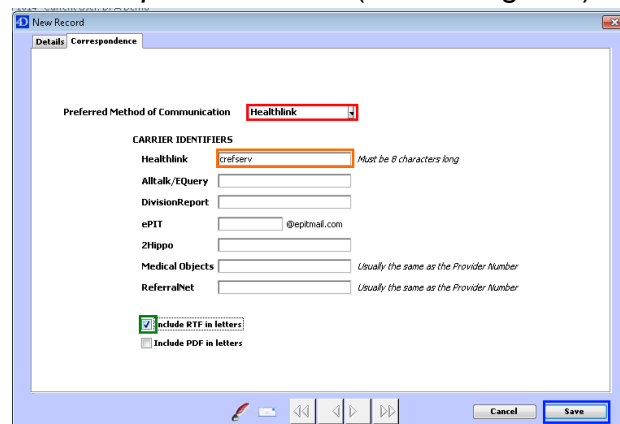
Genie User

Get MedWeb ID:

ID: 7852

Cancel Save

- a. On the *Details* tab:
 - i. *Surname*: **Central Referral Service**
 - ii. *Suburb*: **Perth**
 - iii. *Postcode*: **6000**
- b. Click the *Correspondence* Tab (circled in green)



New Record

Details **Correspondence**

Preferred Method of Communication: **Healthlink**

CARRIER IDENTIFIERS

Healthlink: **crefserv** Must be 8 characters long

Alltalk/EQuery:

DivisionReport:

ePIT: @epkmail.com

2Hippo:

Medical Objects: Usually the same as the Provider Number

ReferralNet: Usually the same as the Provider Number

Include RTF in letters

Include PDF in letters

Cancel Save

- i. Select the *Preferred Method of correspondence*: **Healthlink**
 - ii. Enter the *Healthlink* Box: **crefserv**
 - iii. Select *include RTF in letters* (circled in green)
- c. Click **OK**

